

City of Kennesaw
Code Enforcement
2529 J.O. Stephenson Ave.
Kennesaw, GA 30144
770-590-8268



SIGN PERMIT APPLICATION

Date Received: _____

Received By: _____

SIGN PERMIT # _____

All Applications Must Include:

- | | |
|---|--|
| <input type="checkbox"/> Copy of Site Plan with Sign Location | <input type="checkbox"/> Drawing of Sign with Dimensions |
| <input type="checkbox"/> Copy of Sign Quote | <input type="checkbox"/> Permission Letter from Property Owner |
| <input type="checkbox"/> Copy of Business License-City | <input type="checkbox"/> HPC Approval |
| <input type="checkbox"/> Electric Permit | <input type="checkbox"/> Certificate of Occupancy |

Type of Sign – Check One:

- ☐ Free Standing Sign
☐ Canopy/Wall/Awning Sign
☐ Residential Subdivision/Development Sign
☐ Non-residential Used in Residential District Sign
☐ Semi-Permanent Directional Signs (SPDS)
☐ Other _____

Note: City Business License required before signage installation.

Business Name/Wording on Sign: _____

Address of Sign: _____ Location of Sign: _____

Land Lot #: _____ Parcel #: _____ Zoning: _____ Historical District: YES _____ NO _____

Property Owner: _____ Phone #: _____

Business/Sign Owner: _____ Phone #: _____

Address: _____ City/State: _____

Installing Contractor: _____ Phone #: _____

Address: _____ Business License #: _____

SIGN:

Height _____ ft	Width _____ ft	Base Height _____ ft
Store Frontage _____ ft	Lot Size _____ acres	Road Frontage _____ ft

Footing Inspection: YES ☐ NO ☐ **Electrical Permit:** YES ☐ NO ☐ If **YES** Footing structure plans required:

UL # _____

Building Official: _____

Material of Sign: ☐ Metal ☐ Wood ☐ Neon ☐ Plastic ☐ Other _____

Cost of Sign: \$ _____ Permit Fee: \$ _____

The owner/agent agrees to conform to the City of Kennesaw Sign Ordinance effective 4/19/04 as amended.

Signature of owner/agent: _____ **Date:** _____

Issued/Denied: _____ **Date:** _____

City Staff

Cash: ☐ _____ Check: ☐ _____ Credit Card ☐ _____